

SRAS Steering Committee

Meeting Minutes

September 5, 2017

Attendees

Alan Daugherty, Susan Stark, Anne Wray, Jim Geddes, Beth Garvy, Roberto Cardarelli, Beverly Baesler, April Bridenbecker

Overview – Current State of SRAS – Alan Daugherty

- Welcome Anne Wray as the newest member of the SRAS Steering Committee. She is a new UKHC Business Partner whose focus is research.
- First Steering Committee meeting since July 2016.
- The SRAS unit overall is doing well. Feedback received is generally extremely positive, specifically regarding pre-award support. With a vacated Senior GPS position, internal applicants for the position had very positive comments about the work environment.
- Continuing issue of concern is JV's for payroll. A new process was rolled out by Research Financial Services (RFS) in the spring. As the College of Medicine has the most overtime JVs, SRAS staff was asked to pilot this new process, as the post-award analysts do these JVs for the college. The SRAS analysts continued to get pulled into this process for non-overtime payroll JVs. There is a need for more standardization and consistency of how this process is to be handled. This would be something that Huron should assess as part of the BEST initiative.
- Another issue is the lack of an SRM reconciliation process. SRM items represent approximately 20% of our grant non-personnel transactions, and there is no backup documentation to reconcile. We are at somewhat of a risk not having any documentation for reconciliation with SRM. This could be also be an issue that Huron can look into as part of BEST. The Committee asked Dr. Daugherty to bring this to the attention of the VPR and seek assistance. (Dr. Daugherty followed up with the VPR's office, which offered a potential solution but it was found to be unworkable related to system access issues. Conversations are on-going regarding a resolution.)
- While there is more standardization of overall procurement processes in the college than in the past, there remain units (for example, Behavioral Science, CDAR, CHSR, CESB) that don't utilize the centralized services in a consistent way, nor is there an expectation that they do so. This creates challenges for SRAS, as their support may only be requested when there is a problem to resolve or unusual situation to trouble-shoot. Requests for assistance may come via OSPA, RFS, or the unit itself.

Staffing Updates

- Julie Combs has been promoted into the Post Award Manager position. Julie Combs' vacated GPS position was filled by Tyler Justice.
- Mariann Forsythe retired and Drew Speer was promoted to fill her vacated Senior GPS position. We currently have a vacant GPS position that has been posted.
- Two vacant Reconciler positions were eliminated and the funds were redirected to create a third Analyst Associate position. Less reconciler positions were needed as transaction processing within the college is being handled in a more consistent manner (i.e., new SharePoint system for Procard backup). There was a need for another mid-level position to do more analysis of grant issues and provide guidance to PIs and DAs. That position was recently filled by Amy Smither.

OSPA Interactions

- Continuing challenges of new personnel/turnover in OSPA's Research Administration positions.
- Status of Direct/Non-direct Report CGO Meetings. Question, why not one meeting when everyone is essentially doing the same tasks? Dr. Daugherty was asked by the committee to follow up. (Dr. Daugherty has discussed

this with the OSPA Executive Director. More information will be provided to the SRAS Steering Committee at its next meeting.)

- Regular monthly meetings have been held including SRAS and OSPA staff since May to discuss improvements to the subcontract process. This has been very fruitful from the SRAS standpoint. Steve Jacoby, OSPA Subcontract Administrator, recently passed away. He had been with OSPA for a long period of time and will be missed. OSPA will be filling that position.

SOP Reviews

- New:
 - Fellowships –Before it's widely distributed, Susan requested feedback from the committee. Request for an SOP came from Dr. Susan Smyth, via Roxie Allison, to Susan. For discussion, what is the SRAS role? Having an upfront/launch meeting at the time of the award got very positive feedback. We can post in the Weekly Research Update email and ask for college-wide feedback. Teri Walters, committee member who wasn't able to attend this meeting, asked about inclusion of CCTS fellowships. For now, the proposed focus will be the NIH ones before moving on to others. (On hold pending a meeting including Dr. Daugherty, Christy Anderson, and Susan Stark.)
 - Reconciliation – Discussion of Re-Posting this SOP, which has undergone significant proposed revisions based on changes in procurement processes within the college (i.e., four IBUs combined into one UKHC AP/Accounting Office). A decision was made to hold off on posting this, related to the BEST initiative, since it will be assessing post-award support and overall administrative shared services.
- Other SOP Reviews: These were deferred to a future meeting:
 - PADR Review
 - Budget Revisions
 - Subcontracts

Next Meetings/Schedule

- It was decided that another meeting of the committee will be held in October, in order to keep up with actions as part of the BEST project that may impact SRAS. April will send out a Doodle Poll to make these arrangements.